

Changes to ECF Administrative Procedures Manual

Date	Description	Page
11/2009	<u>Internet Service Provider</u> : Lists ISPs compatible with CM/ECF	3
	<u>Notice of Electronic Filing</u> : NEF Sender and Subject line included.	4
	<u>System Availability</u> : Includes directions for conventional filers when Clerk's office is closed on a weekday that is not a federal holiday.	5
	<u>Registration</u> : Registration form is found on the website.	6
	<u>Filing Fee/Credit Card Payments</u> : Changed to indicate that all e-filers may pay by credit card regardless whether they so indicate on their registration forms.	6
	<u>Electronic Signature Format</u> : Clarifies electronic signatures. The name of the signer must be printed or typed under the signature line for hand signatures.	7
	<u>Participant Tree</u> : Describes participant tree, which is a new feature of CM/ECF as of 10/25/09.	9
	<u>Computing Time</u> : Effective 12/01/09, weekends and holidays are counted. The 3-day-rule for mail does not apply when the triggering event is filing.	12
	<u>Withdrawal & Substitution of Attorney</u> : Includes event to use to file a Notice of Substitution.	13
	<u>Attachments & Exhibits</u> : The filer is now able to file the main document and all attachments on the same page. Clarifies that a Notice of Conventional Filing must be e-filed when an exhibit is filed conventionally. Under L.R. 77.2(b)(2), conventionally filed documents that cannot be scanned must be delivered to the Division of venue.	14 15

10/2009 (cont.)	<u>Discovery</u> : Clarifies procedure for filing original depositions when leave is granted.	15
	<u>Transcripts of Proceedings</u> : Distinguishes between court-reported proceedings and tape-recorded proceedings.	16
	<u>Motion for Leave to File an Amicus Brief</u> : Includes procedure for filing amici briefs.	17
	<u>Pro Hac Vice Motions</u> : Attorneys granted permission to appear pro hac vice must register to become District of Montana e-filers.	17
	<u>Response & Reply Memos</u> : <u>Support Briefs</u> : Effective 12/01/09, motions and support briefs in civil and criminal cases must be filed separately. Support briefs in criminal cases must accompany motions. <u>Other filings pertaining to motions</u> : Parties are encouraged to file response and reply briefs in separate documents. <u>Time for Filing</u> : Effective 12/01/09, the time for filing is calculated in multiples of seven. All days are counted. The 3-day-rule for mailing does not apply.	18
	<u>Conventional Filing</u> : <u>Documents</u> : Under L.R. 77.2(b)(2), conventionally filed documents that cannot be scanned must be delivered to the Division of venue. <u>Exhibits</u> : Directs e-filers to contact the Clerk's office to see if Chambers requires courtesy copies of exhibits.	26